



San Benito Consolidated Independent School District

Human Resource Office

240 N. Crockett St. • San Benito, TX 78586 • Phone: (956) 361-6150 • Fax: (956) 361-6291

Job Title:	Nurse Aide	Exemption Status:	Non-Exempt
Reports to:	Heath Services Coordinator/Principal	Pay Grade:	01
Works with:	Students/Staff/Parents	Days:	187
Dept./School:	Assigned Campus	Date Revised:	10/07/2020

Primary Purpose:

To implement the District's Health Services Program in order to meet the needs of the student population at the assigned campus; and to promote health/safety education and preventative health practices.

Prerequisites:

- High School Diploma or General Equivalency Diploma (GED) in English;
- Current cardio pulmonary resuscitation (CPR) and automated external defibrillator (AED) certificates.
- Active Medical Assistant or Nurse Aide Certification

Special Knowledge/Skills:

Must demonstrate knowledge of the Public Information Act
Knowledge of basic first aid
Effective oral, written and interpersonal communication skills in both English and Spanish
Knowledge of health appraisal to identify student health defects
Ability to write routine reports and correspondence

Major Responsibilities and Duties:

1. Provide direct care using school health protocols and individualized healthcare plans (IHPs), establish by the RN supervisor or medical advisor.
2. Administer medication to students according to board policy and district procedures.
3. Carry out mandatory screening programs, collect data, and complete required reports as directed.
4. Collaborate with campus principal, school counselor, teachers, parents, food service, and other staff regarding the health needs of the general population and those students with identified health conditions as directed by the supervising RN.
5. Communicate with parents regarding individual students as directed by the school nurse (RN).
6. Participate in Admission, Review, and Dismissal Committee (ARD) meeting of students with identifiable health needs if the RN is unable and collaborate with appropriate staff and RN regarding implementation of health related Individual Education Plan (IEP) item.
7. Distribute information to faculty or staff on health related topics as needed and as directed by the RN.
8. Provide guidance to unlicensed assistive personnel or other school staff on health related tasks as directed

by the RN.

9. Maintain accurate and confidential student health records, including immunization records, medication administration records and individual student treatment records.
10. Compile, maintain, and file all reports, records, and other documents required, including accurate confidential health records on all students.
11. Comply with policies established by federal and state laws, Texas Department of Health rule, State Board Of Education rule, and board policy in health services area. Comply with all district and campus routines and regulations.

Mental Demands/Physical Demands/Environmental Factors:

Tools/Equipment Used: Stand medical clinic equipment including automated external defibrillator.

Posture: Frequent standing, sitting, kneeling, squatting, occasional bending/stooping, pushing/pulling, and twisting.

Motion: Frequent walking, grasping/squeezing wrist flexion/extension.

Lifting: Occasional light lifting and carrying (less than 15 pounds)

Environment: May work prolonged or irregular hours

Mental Demands: Work with frequent interruptions; maintain emotional control under stress

This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Employee Signature: _____ Date _____

Administrator Signature: Nate Carran, Ed.D. Date 10-8-20